

**Los Alamos National Laboratory
Affirmative Action Program
Calendar Year 2000**

Summary

OVERVIEW

The Nondiscrimination, Equal Opportunity, and Affirmative Action policy statement for the Laboratory is expressed in the *Administrative Policies and Procedures Manual* (Section 100, Subject 101) and is restated below for the purpose of establishing the foundation of the Affirmative Action Program.

**University of California
Policy Authority**

It is the policy of the University of California to undertake affirmative action, consistent with its obligations as a state and federal contractor, for underutilized minorities and women, for persons with disabilities, for Vietnam era veterans, special disabled veterans, and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, through formally written affirmative action plans. Prior to promulgation, affirmative action plans are reviewed by the General Counsel of the Regents to ensure compliance with applicable Federal and State Laws, executive orders, and regulations, and are approved by the President.

**Nondiscrimination, Equal
Opportunity, and
Affirmative Action Policy
Statement**

Laboratory policy requires a positive, concerted effort to ensure equal employment opportunity for all employees and qualified prospective employees. Consistent with the provisions of applicable State and Federal law, it is Laboratory policy not to discriminate against or harass any person employed by, or seeking employment with the Laboratory on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.

The Laboratory also undertakes affirmative action consistent with its obligations as a federal contractor, for underutilized minorities and women, persons with disabilities, and covered veterans through formally written affirmative action plans. The Laboratory is committed to applying every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements and are consistent with Laboratory standards for quality and excellence. In conformance with federal regulations, the Laboratory prepares and maintains written affirmative action plans.

Affirmative Action is positive action in outreach efforts to recruit underrepresented minorities and women into the workforce. The purpose of these positive outreach efforts is to obtain diverse applicant pools to make good faith efforts toward meeting the Laboratory's affirmative action goals.

Both Laboratory employees and non-Laboratory applicants are considered to fill available positions. The objective of providing promotional and transfer opportunities to regular employees shall be considered. Occasionally, budgetary restraints necessitate suspension of external hiring in order to avoid involuntary reductions-in-force.

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Nondiscrimination, Equal Opportunity, and Affirmative Action Policy Statement (cont.)

In cases where affirmative action goals have been set for women or minorities, the Laboratory will take affirmative action through targeted recruitment to increase the pool of qualified female and minority applicants. This affirmative action does not imply preferential treatment for these groups, nor is it a means for compromising job-related qualifications or standards for purposes of meeting numerical or percentage goals.

Individuals with Disabilities and Covered Veterans Policy Statement

Laboratory policy is to seek and employ qualified personnel and to provide equal employment opportunity for all applicants and employees in recruiting, hiring, placement, training, compensation, insurance benefits, promotions, transfers and terminations. To achieve this, the Laboratory is dedicated to take affirmative action to employ and advance in employment qualified individuals with a disability and covered veterans. The Laboratory does not discriminate against any employee or any qualified applicant because he or she is an individual with a disability or a covered veteran. See the *Administrative Manual*, Section 100, Subject 118, or the Affirmative Action Program for Individuals with Disabilities and Covered Veterans (AAP Section 17) for further information.

The Laboratory makes reasonable accommodation for the physical and mental limitations of employees with disabilities and applicants with disabilities unless the accommodation would impose unreasonable hardships on the business operation of the Laboratory. Reasonable accommodation is considered on a case-by-case basis and involves consideration of productivity, safety, costs, and efficiency in the operation of the Laboratory.

Sexual Harassment Policy

Laboratory employees have the right to work in an environment that is free from unwelcome behavior or comments of a sexual nature. Sexual harassment is unacceptable conduct and is prohibited. The Laboratory takes measures to prevent acts of sexual harassment that affect a term, condition, or privilege of employment as described in the definition of sexual harassment. The Laboratory takes prompt corrective and/or disciplinary action for any act that violates this policy or the rights and privileges it was designed to protect.

Intimidating, coercing, threatening, discriminating, against, or taking reprisal against an employee for complaining about sexual harassment or for assisting with an investigation or complaint is prohibited.

Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or performance; or
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Nonretaliation Policy Statement

Employees and applicants are protected from coercion, intimidation, interference, discrimination, or retaliation for filing a complaint or for assisting in an investigation under all applicable laws and regulations governing the employment relationship.

Individuals who feel they have been discriminated against or retaliated against for filing a complaint may contact the following person at any time:

Mr. Michael A. Trujillo
AA/EEO Officer
P.O. Box 1663, MS C329
Los Alamos, NM 87545
Tele: (505) 667-8695 FAX: (505) 667-8720
E-mail address: mickt@lanl.gov

Employees may also contact Staff Relations (HR-8) at 505-667-8730 with complaints of discrimination, harassment or retaliation. Staff Relations has the overall goal of helping employees and supervisors resolve work-related concerns in an equitable, positive, and expeditious manner

RESPONSIBILITY FOR IMPLEMENTING POLICY

The Laboratory Director is responsible for Affirmative Action and Equal Employment Opportunity (AA/EEO) policy and programs/projects. The Director's reaffirmation of the Laboratory's commitment to AA/EEO principles, distributed annually by memorandum to all employees and included in the Affirmative Action Program Director's Policy Statement, clearly states that implementation of the AA/EEO policy is the responsibility of all employees.

Michael A. Trujillo has been designated as the Laboratory's AA/EEO Officer. The AA/EEO Officer is delegated the overall responsibility for affirmative action program administration, implementation, and monitoring.

Line managers and supervisors throughout the Laboratory are responsible for implementing the AAP within their organizations. This accountability extends to all elements of the AAP, including efforts to achieve affirmative action goals. Through the workforce and utilization analyses, management is advised of program effectiveness. Policy states that AA/EEO responsibilities are to be considered in the performance appraisals of line managers and supervisors.

All Los Alamos National Laboratory employees share responsibility for affirmative action by:

- fostering a work environment that is free from discrimination and supportive of employees regardless of their race, color, national origin, religion, sex, physical or mental disability, covered veteran status, medical condition (cancer related or genetic characteristics), ancestry, sexual orientation, marital status, age, or on the basis of citizenship within the limits imposed by Federal law;
- taking action to prevent sexual harassment or any harassing conduct by any employee or contractor who may create an intimidating, hostile, or offensive working environment; and
- utilizing the established complaint procedures as noted in the Administrative Manual (AM 111).

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FY00 PLACEMENT GOALS

The following tables set forth the placement goals by EEO job group for women and minorities. The purpose of the Laboratory's establishment and use of goals is to insure that it meets its affirmative action obligation. It is not intended and should not be used to discriminate against any applicant or employee because of race, color, religion, sex, or national origin. These goals are expressed as annual placement goals equal to the availability percentages. The use of these goals is intended to have no significance outside the context of this AAP. The following factors affect the establishment and attainment of goals:

- survey of present employment,
- analysis of underutilization,
- anticipated turnover,
- reduction of workforce caused by budget constraints,
- administrative controls on hiring and hiring-related activities caused by budget constraints,
- changes in scientific programs and funding, and
- time necessary to acquire technical skills specific to Laboratory programs.

Underutilization

In those instances where underutilization exists, annual percentage placement goals are set to address disparities. These goals, timetables, and affirmative action commitments are designed to correct identifiable deficiencies. In all instances, goals are set for women and minorities equal to availability and are designed to reverse situations of underutilization of women and minorities. Underutilization is defined as having fewer women or minorities in a particular job group than would reasonably be expected by their availability.

The Laboratory's determination of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, underutilization is a technical targeting term used exclusively by affirmative action planners who seek to apply good faith efforts to increase in the future the percentage utilization of minorities and women in the work force.

FY00 PLACEMENT GOALS^c

Job Group	Total Incumbents	Female ^a				Minority ^a			
		Utilized		Available	Goal	Utilized		Available	Goal
		#	%			#	%		
1. Officials and Managers									
a. Top Management	95	10	10.5	14.8	14.8	14	14.7	12.0	—
c. TSM Group Level Mgmt	312	40	12.8	13.5	13.5	26	8.3	11.9	11.9
d. SSM Group Level Mgmt	62	29	46.8	47.6	47.6	18	29.0	32.8	32.8
e. Supervisors-TEC	98	8	8.2	13.5	13.5	51	52.0	48.2	—
f. Supervisors-SSM	187	82	43.9	51.1	51.1	68	36.4	36.3	—
g. Supervisors-OS/GS	50	48	96.0	87.4	—	33	66.0	60.1	—
h. Supervisors-TSM	704	92	13.1	13.2	13.2	93	13.2	12.7	—
2. Professionals									
a. Technical Staff Members ^b									
k. Personnel/Hlth/Security	135	89	65.9	65.2	—	48	35.6	35.9	—
l. Fiscal Specialists	234	134	57.3	52.1	—	124	53.0	50.2	—
m. Admin/Tech Admin	359	195	54.3	42.5	—	137	38.2	28.6	—
n. Communications/Programing	214	141	65.9	57.3	—	67	31.3	24.5	—
o. Sr Designers/Techs/Ops	168	22	13.1	23.7	23.7	49	29.2	39.9	39.9
3. Technicians									
a. Chemical Laboratory	90	53	58.9	57.2	—	40	44.4	42.9	—
b. Electro-Mechanical	85	4	4.7	12.1	12.1	34	40.0	40.5	—
c. Laser-Optical	18	1	5.6	8.3	—	6	33.3	29.5	—
d. Health-Environmental	122	30	24.6	37.8	37.8	71	58.2	48.0	—
e. BioChemical Laboratory	22	19	86.4	75.0	—	5	22.7	27.9	27.9
f. Chemical Processing	57	15	26.3	36.5	36.5	47	82.5	71.0	—
g. Mechanical	133	7	5.3	3.9	—	89	66.9	57.4	—
h. Computer	193	99	51.3	48.6	—	109	56.5	44.6	—
i. Drafting/Design	83	17	20.5	23.9	23.9	46	55.4	50.8	—
j. Electronics	140	13	9.3	9.1	—	67	47.9	43.3	—
k. Testing-Measurements	95	17	17.9	22.3	22.3	68	71.6	53.8	—
l. Facilities Operation	103	3	2.9	8.2	8.2	44	42.7	39.4	—
m. Materials Science	93	18	19.4	27.2	27.2	60	64.5	50.5	—
4. Office and Clerical									
a. Secretaries	241	238	98.8	97.7	—	171	71.0	65.1	—
b. General Clerks	72	64	88.9	85.3	—	58	80.6	64.2	—
c. Word Processing/Keyboard	34	33	97.1	95.9	—	24	70.6	68.8	—
d. Accounting Clerks	32	32	100.0	87.3	—	25	78.1	59.1	—
e. Material Clerks	24	5	20.8	44.7	44.7	18	75.0	72.3	—
f. Administrative Support	278	246	88.5	87.3	—	194	69.8	64.0	—
5. Crafts									
a. Machine	85	2	2.4	6.5	6.5	46	54.1	51.4	—
b. Fabrication	3	3	100.0	47.6	—	3	100.0	69.8	—
6. Operatives									
a. Transport	11	1	9.1	1.3	—	9	81.8	82.8	—
b. Graphics	16	11	68.8	85.0	85.0	14	87.5	94.3	94.3

^aRegular full-time and part-time work force as of September 30, 1999 (EIS data).

^bSee separate table following.

^cPlacement goals are expressed as an annual goal equal to the availability percentage.

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FY00 TECHNICAL STAFF MEMBER PLACEMENT GOALS ^c									
Division	Total Incumbent	Female ^a				Minority ^a			
		Utilized	Available	Goal		Utilized	Available	Goal	
		#	%	%	%	#	%	%	%
2. Professionals									
a. Technical Staff Members									
B	48	9	18.8	17.1	—	8	16.7	15.7	—
CIC	246	73	29.7	26.2	—	45	18.3	17.8	—
CST	60	5	8.3	17.1	17.1	6	10.0	15.3	15.3
DX	98	8	8.2	12.6	12.6	14	14.3	15.5	15.5
EES	101	15	14.9	16.3	16.3	9	8.9	14.0	14.0
ESA	195	27	13.8	11.4	—	35	17.9	16.6	—
ESH	156	32	20.5	22.2	22.2	25	16.0	14.4	—
E	44	10	22.7	16.1	—	3	6.8	18.6	18.6
FWO	36	6	16.7	12.6	—	8	22.2	24.7	24.7
LANSCE	76	4	5.3	11.5	11.5	9	11.8	14.2	14.2
MST	119	15	12.6	16.6	16.6	13	10.9	18.1	18.1
NIS	216	32	14.8	13.7	—	22	10.2	13.3	13.3
NMT	163	38	23.3	21.3	—	35	21.5	15.8	—
P	92	5	5.4	8.2	8.2	9	9.8	9.9	—
PM	31	5	16.1	12.6	—	9	29.0	24.7	—
T	96	6	6.3	9.8	9.8	11	11.5	10.8	—
TSA	126	18	14.3	22.6	22.6	7	5.6	15.5	15.5
X	184	13	7.1	11.3	11.3	23	12.5	12.2	—
General ^b	124	22	17.7	16.1	—	22	17.7	18.6	18.6

^aRegular full-time and part-time work force as of September 30, 1999 (EIS data).

^bIncludes the following divisions: DIR/GR/LC/AA/APT/ALDNW/ALDTR/ALDSSR/NWT/SNS-PO/EPO/IBD/STB/HR/BUS/S.

^cPlacement goals are expressed as an annual goal equal to the availability percentage.